

Title: Preview and Print Approved Certificate (Supplier)		No. Rujukan: ROS-UM001-07	
Link:		Transaction Code: N/A	
Version Control	Version: 01	Date: December 2013	
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1.2.6.6 Supplier Preview and Print the Approved Certificate

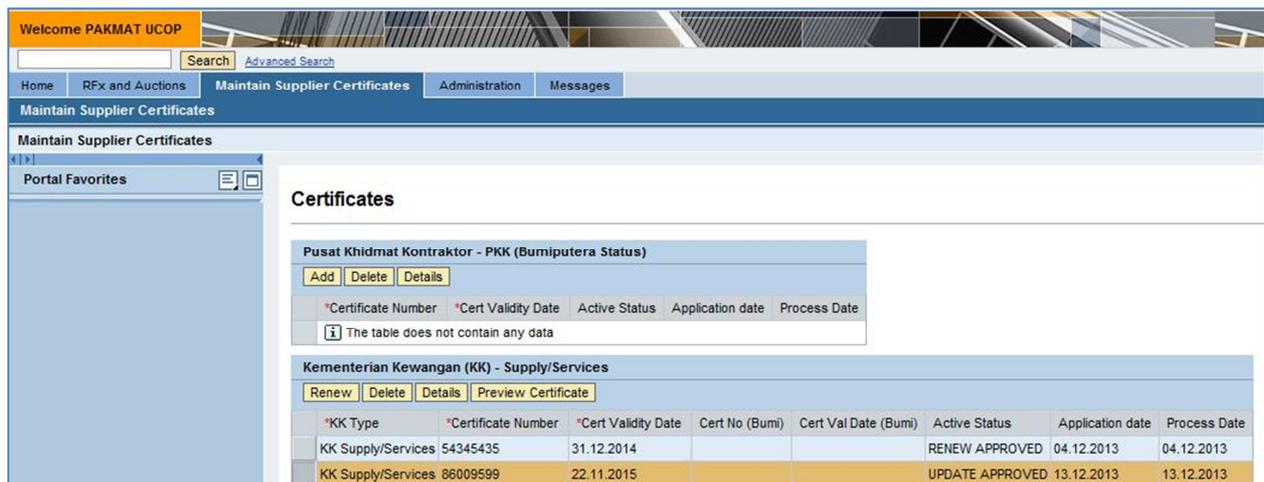
This process is for supplier to preview and print the certificate that has been approved. Supplier will receive email notification after TNB approve the certificate. Supplier need to login to SUS Portal to view and print the certificate.

1. Login to portal as **supplier**. Enter User ID and Password then click on 'Logon' button.



Description	Value	Example
User ID	< Enter the supplier User ID >	ros007
Password	< Enter the Password >	welcome100

2. A SUS portal screen will display. Click on **Maintain Supplier Certificates** tab.



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3. Supplier will see the certificate with status Updated Approved/Renew Approved.

Select/Highlight the certificate and click  button.

Kementerian Kewangan (KK) - Supply/Services							
<input type="button" value="Renew"/> <input type="button" value="Delete"/> <input type="button" value="Details"/> <input type="button" value="Preview Certificate"/>							
*KK Type	*Certificate Number	*Cert Validity Date	Cert No (Bumi)	Cert Val Date (Bumi)	Active Status	Application date	Process Date
KK Supply/Services	54345435	31.12.2014			RENEW APPROVED	04.12.2013	04.12.2013
KK Supply/Services	86009599	22.11.2015			UPDATE APPROVED	13.12.2013	13.12.2013

4. Selected certificate will be displayed in pdf format. Please ensure that you save this certificate in your local PC for your reference, and print the certificate accordingly.

5. Procedural steps completed.